CHANGE NOTICE FOR MANUAL

DATE: March 28, 2006

MANUAL: Work First User s Manual

CHANGE NO: 2-2006

TO: County Directors of Social Services

EFFECTIVE: April 1, 2006 make the following changes to the Work First User s Manual

I.   GENERAL

This change notice transmits revisions to the Work First User s Manual. These changes are outlined below.

II.   SPECIFIC CHANGES

A.   WF Section 100 EIS Logon and Logoff Procedures

Section 100.02 is revised to:

1. Indicate the EIS Menu (Update) selection for Quarterly Reporting is QR .

2. Add MB for Medicare ABC and MD for Medicare D on the Inquiry screen.

B.   WF Section 300 EIS Inquiries

Section 310 is revised to indicate the Work First/Transitional Quarterly Reporting screen is changed to display QR in the TYPE field.

C.   WF Section 610 Reports

Section 610 is revised to:

1. Add a new special message, 60 Mth Time Limit Ends MMCCYY to the Case Management Report. This message will print two months prior, one month prior, and the month the 60th month time limit ends.

2. Indicate AAF payment types 4 and 5 have been removed and will no longer display on the Non-Coop Individuals Without A IVD Sanction Report. This section is also revised to display a new column entitled, Worklist View Date. This date is the first day the county worker can view the individual listed on the Non Coop Individuals Without A IVD Sanction Report in NCXPTR. This date will always be the next work day after the date the individual was listed on the EIS Caseworker Worklist Report.

D.   **WF Section 800 DSS-8124 Screen Instructions**

Section 800 is revised to include Disposition Date clarification for Work First Denials and Withdrawals. The Disposition Date may change or remain the same based on the Disposition Date keyed, the date the DSS-8124 is keyed (within the first five workdays of the month or after the first five workdays of the month), and whether the notice indicator is Y or Blank .

E.   **WF Section 1100 Online DSS-8125 Screen Instructions**

1.   Section 1100.02 is revised to include additional instructions when removing Grant Recoupment from the Work First case. In addition to entering an asterisk (*) in the Grant Recoupment Code field, you must enter zeros in the Grant Recoupment Amount and Date fields.

2.   Section 1100.04 is revised to include Disposition Date clarification for Work First approvals. The Disposition Date may change or remain the same based on the Disposition Date keyed, if county issued amount(s) and date(s) are keyed, if EIS issues the first check, the date the DSS-8125 is keyed (within the first five workdays of the month or after the first five workdays of the month), and whether the notice indicator is Y or Blank .

3.   Section 1100.06 is revised to include additional instructions for making changes on Work First Administrative Reopens Using Change Code 99. This section is also revised to remove UP Special Coverage instructions.

F.   **WF Section 1400 Tracking Functions**

Section 1400.07 is revised to:

1.   Indicate the Work First/Transitional Quarterly Reporting screen is changed to display QR in the TYPE field.

2.   Include the report layout of the WF/Trans Quarterly Reporting Register. The report is located in NCXPTR under the name: DHREJ WF QTRLY REPORTING REG.

The Work First User's Manual has been updated with these changes and is available in PDF format (see below).

III.   **INSTRUCTIONS FOR MAINTAINING WORK FIRST USER'S MANUAL**

To maintain your current hard copy of the Work First User's Manual:

1.   Go to the DSS On-Line Manuals website at

http://info.dhhs.state.nc.us/olm/manuals/dss/csm-96/man/index.htm

2.   Click on Change No. 2-2006

3.   Click on the CN 2-2006 and the attachment links at the bottom of the page to print the Change Notice and the attached documents.

4.   Open the downloaded files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at http://www.adobe.com/

To update your current hardcopy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
100	1-3	100	1-3
300	1-2, 17-19	300	1-2, 17-19
610	1-2, 17-19	610	1-2, 17-19
800	1-2, 7-11	800	1-2, 7-15
1100	1-2, 11-12, 15-34	1100	1-2, 11-12, 15-38
1400	1-2, 11-20	1400	1-2, 11-21

If you have any questions, please contact the DSS Automation Staff at (919) 733-8938.

Sincerely,

Hank Bowers, Chief
Performance Management/Reporting & Evaluation
Management Section

HB:ba
Attachments
WF_CN2-2006
WFum100
WFum300
WFum610
WFum800
WFum1100
WFum1400